

# Student Employee Wage-Hour Report

<b>Payroll Period</b> Beginning Ending	Month	Day	Year	<b>University ID Number</b>
			2011	
			2011	

Regular Hours		Special Events/Projects			Auditorium		
202-02-33-01-0007		202-02-33-12-0005			202-02-21		
Date	Hours	Date	Hours	Project/Event	Date	Hours	Event
16		16			16		
17		17			17		
18		18			18		
19		19			19		
20		20			20		
21		21			21		
22		22			22		
23		23			23		
24		24			24		
25		25			25		
26		26			26		
27		27			27		
28		28			28		
29		29			29		
30		30			30		
31		31			31		
<b>Subtotal</b>		<b>Subtotal</b>			<b>Subtotal</b>		
<b>Total Hours Worked for the Period</b>							

I certify the information reported here to be correct and that I have worked no more than \_\_\_\_0\_\_\_\_ hours for other departments of Iowa State University for this period.

X Employee's Signature

Date

Certified to be correct and work was performed in a satisfactory manner.

X Supervisor's Signature

Date

Pursuant to university procedures and state law, it is required that the information requested on this form be provided. If it is not provided, no payroll check will be issued.

\*Hours are to be reported to the nearest tenth of an hour as follows:

1-6 minutes = .1	19-24 minutes = .4	37-42 minutes = .7
7-12 minutes = .2	25-30 minutes = .5	43-48 minutes = .8
13-18 minutes = .3	31-36 minutes = .6	49-54 minutes = .9

\*This report is due on the 15th and last day of each month. When either date falls on a Saturday, Sunday or holiday, reports are due the next working day. All reports should be typed or printed in ink.